

National Joint Health & Safety Committee Meeting Minutes

June 5, 2019

In attendance:

CPC

Ian Kerr
Jay Davis
Claude Robert (Absent)

CUPW

Marc Roussel
Carl Girouard
Barb McMillan
Sylvain Sicotte

Advisor

Kim Gould

Guests

Marie-Claude- Pagé
Paul Rivet
Teb Tebeje
Sylvie Charbonneau
Aurelie Walsh
Tim McGurrian
Pascale DeRycke
Evelyne Ricard
JP Lefebvre
Hannah Keating
Tim Policarpio
Andrew Neville
Sandra Austin
Leah Lewis

Standing Items

1. Opening Remarks

The committee discussed outstanding minutes from March 6, 22 and April 17. CUPW will review the minutes and provide a response shortly.

The committee welcomed two new members. CUPW presented two new representatives for the policy committee. Carl Girouard explained he was elected into a new role as National Grievance Officer for CUPW and will be stepping down as Co-chair for CUPW. Marc Roussel will take the role of the Co-chair for CUPW. Sylvain Sicotte and Barb McMillan will take on new roles as members of the national joint health and safety policy committee representing CUPW members.

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2. Health and Safety Statistics – Hazard Prevention Program

Overview:

This is a standing item providing both parties an opportunity to discuss health and safety statistics, including workplace violence statistics.

Discussion:

CPC offered to organize a side bar meeting for discussion action plans for the 5 hazard prevention programs. The Committee was in agreement to meet on these topics.

1. Facility Risk Reduction

A high number of AVCs show opportunity to improve facility safety.

Potential Topics: Management of Hazardous materials, Emergency Equipment & Signage, minor repairs and resolution of safety items.

These were the areas of concern raised for consideration:

The Committee will investigate if there are injuries being sustained because of the areas of non-compliance that are identified by ESDC in AVCs

2. Third Party Workplace Violence Risk Reduction

Highest and fastest growing segment of Violence in the workplace.

Potential Topics: Internal & External Communications campaigns, employee training, risk mitigation opportunities for high risk areas

These were the areas of concern raised for consideration:

Health & Safety will lead this team with members from Communications, Retail and other identified stakeholders. The Committee discussed the possibility of a publicity campaign directed to the non-commercial customer.

3. Material Handling of Parcel Risk Reduction

MSI incidents are the highest and fastest growing segment of Plant incidents.

This is driven mainly by increase in parcel volume and increased physical handling.

Potential Topics: an end-to-end review on the handling risks, opportunities to improve ergonomics in the short-medium and long term.

Engineering will lead a team to review this problem.

4. RMB Mailbox Height Ergonomic Risk Reduction

The positioning of the rural mail box is important to minimize ergonomic risk. The RMB needs to be maintained in that required range, however, there has been various publication of ranges over the years.

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The means of measuring correctly is important. RMB are intended to be inspected annually.

Potential Topics: Improvement to the process for auditing, improvement in customer facing communications.

Delivery team will lead this project.

5. Slips-Trips-Falls (STF) Winter Risk Reduction

To narrow the focus within the largest area of incidents, STF, focus is proposed to look at winter conditions. Especially given the increasing ice risks from climate change

Potential Topics: footwear, de-icing practice, bad weather protocols

Recommendation / Action Item:

1. CPC to set up some side bar meeting to discuss prevention plans on these topics.

4. Fleet Updates

Guests: Paul Rivet and Teb Tebeje

Overview:

This is a standing item providing both parties an opportunity to discuss issues related to fleet vehicles.

Discussion:

Tire Inspection

CPC provided an update on the vehicle tire inspection and standards. Vehicle Tire Inspections/ Standards for all vehicle tires are inspected every 6 months. Only 3/32in (0.093in or 2.38mm) is required to pass a safety check. CPC typically replaces tires if they are at 5/32 (0.156in or 3.97mm) especially in the Fall. If drivers believe the tires are worn, they are to send a Driver Vehicle Defect Report (DVDR) to the Vehicle Service Depot and Fleet will check the tires. Fleet will not install studded tires – they are not legal in most provinces.

NLDV

CUPW inquired if the 2 prototypes were going to be tested in the field by delivery employees prior to the first set of vehicles being deployed in Q1 2020. CPC will review the possibility to test these prototypes. CUPW raised there may be different work procedures that would need to be developed for the use of the new vehicle. Feedback from Letter Carriers would be valuable to help develop training materials. CPC indicated that Change Management is working on training plans and those materials will be brought forward.

RHD Vehicles

CPC responded to former question regarding the number Grumman RHD Vehicles in the fleet.

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There are approximately 1167 LLV (total across the country, 838 for RSMC) vehicles in service currently. Grumman RHD will remain in the fleet until they can be replaced with the Light Delivery Vehicle (LDV). CPC confirmed that the sticker on the rear of a RHD vehicle, indicating that it was a RHD vehicle, was no longer required by legislation.

RSMC Routes and 4 x 4 Vehicles

CPC responded to the previous question on how RSMC Routes are assigned 4 x 4 Vehicles. CPC assigned a 4 x 4 vehicle to all the routes that were identified as requiring a 4 x 4 vehicle. CPC explained the process used to assess RSMCs with a 4 x 4 vehicle requirement.

Route holders or the site management submit a request for route assessment for a 4 x 4 vehicle. National C&D contacts regional L&D fleet safety trainer to set-up date and time for line of travel to be assessed. The trainer goes to the office and contacts the route holder RSMC and supervisor. The trainer discusses with the RSMC any issues that he/she has with the assigned corporate supplied RHDV. The trainer checks if the vehicle is in good condition and equipped with the proper equipment including the FTRS system, tires etc. The trainer goes out with the RSMC using the assigned vehicle while the RSMC is performing the driving and delivery of mail as usual. The trainer assesses the road condition, assesses how the RSMC is handling the vehicle (provide tips on the way if required) and checks how the RSMC is approaching and merging into traffic after delivery. The trainer looks for proper functionality of the vehicle on the road conditions. At the end of the review the trainer will have a final conversation with the route holder in regards to his/her assessment and submit findings and recommendations. All the assessments are done during the winter to see actual conditions.

Based on recommendation received from the trainer there will be follow up to ensure one of the following options are implemented. If the route requires a 4x4 vehicle, identify and assign a 4x4 vehicle and ensure the delivery to impediment process is followed and respected. Provide remedial training to route holder, if needed. Follow up with Fleet to make sure the vehicle is in good condition and equipped for winter season. The line of travel will not be changed as a result of the assessment. CUPW requested that a CUPW LJHSC/H&S representative attend during the assessment.

The Committee agreed that there should be a document that guides the decision making process. CPC will consider developing a guide for this assessment. CPC to share a copy of the report that the Fleet training does when they have done the evaluation.

In 2012, the corporation had only 16 vehicles with 4x4 (Jeep Patriot) and 16 vehicles with front wheel drive (Chrysler Town and Country). Due to higher number of positions requiring a 4x4 vehicle, the corporation purchased: 2015 - 50 Honda CRVs, 2018 – 20 Honda CRVs and in 2019 – 30 Honda CRVs are planned. The existing 4x4 vehicles of are assigned in the following regions: Atlantic 9, Ontario 55 and Quebec 19. CUPW inquired the age of the Honda vehicles. CPC stated that they were greater than 15 years old.

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CUPW requested the number of times RHD vehicles went into the ditch and the number RSMC driven RHDs required a tow truck during winter. CPC indicated that fleet may have that information. The Committee would like to know where does towing occur and determine if there is a pattern. This analysis may help to determine if a route requires a 4 x 4 vehicle or remedial training for the driver.

CUPW inquired about a RSMC route out of Parkhill. CPC indicated that a change was made on a vehicle before, the route was over 250 RMBs. This change was done before the pilot and is now a different process. Routes with more than 250 RMBs, most of them, are RHDs. There are some routes with more than 250 RMB, where the employee has chosen to stay with RRD. An MOA from 2013 that outlined the requirements for a vehicle type and for a 4 x 4 vehicle was removed. An RRD is deployed if the RSMC route has more than 12 RMBs.

Recommendation / Action Item:

1. CPC to review and consider if a guide should be developed for assessing rural routes that would be classified as requiring a 4 x 4 vehicle.
2. CPC to share a copy of a report where the Fleet trainer assessed a rural route to determine if a 4 x 4 was required.
3. CPC to check with Fleet operations if towing records are kept to how many involved a rural RHD vehicle and the location of the towing to see if there are any patterns.
4. CPC will look into the size of the side step and consider a modification to the back doors on the Promaster.

5. MMHE Peak Season Rentals (2018-12-11)

Guest: Paul Rivet

Overview:

During peak season CPC rents equipment to deal with increase product volumes. CUPW raised concern about the number of rentals of MMHE is so high this year. CUPW raised concern that the rental ergo lifts and pallet jacks are not standard CPC equipment. Some are not equipped with a parking brake.

Discussion:

Pallet Jack (C42)

CPC stated that it is increasingly difficult to provide the special customized equipment used only in Canada Post. Therefore rental and new units are industry standard. CUPW stated that the customizations should stay on new units. CUPW stated when the employee does not have a hand brake it is difficult to keep the pallet jack from rolling. CUPW also indicated use for stabilizing when working out of a mono or when floors are uneven and for emergency stop. CPC will conduct a risk analysis that considers using the equipment with and without a hand brake. CUPW suggested the use of a survey to see what employees think about the hand brake on a pallet jack. CUPW to recommend what locations, particularly depots, should be used for the review. CPC

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offered that the assessment is conducted by the members of the committee and/or LJOSH and engineering.

CUPW's stated their position was also that toe guards are required. This will be included in any review. CPC is proposing that there is a risk assessment without the hand brakes. CUPW would like to maintain that the parking brake and toe guard are requirements for this device

The Committee discussed the potential need for additional training of operators to understand what is safe use of the pallet jacks and ergo lifts

LH6

CPC presented information on the LH6. The LH6 is a battery powered manual stacker designed for use in small facilities where motorized equipment would not be feasible. The LH6 can be used to move/stack and de-stack monotainers, with a capacity up to 3000 lbs (1360 kg). The LH6 can be configured for use with either flooded cell (lead acid) batteries or maintenance free (opportunity charge) batteries. There are currently 216 LH6 units in service nationally.

Recommendations / Action Items:

1. CPC will come back with the equipment requirements for next peak season.
2. CPC to provide notice when models of equipment are changing, an analysis of the new LR7 (BT model) will be brought to the June 5th, 2019 meeting.
3. CPC will provide the number of these new LR7 units are out in the field and the locations.
4. CPC will investigate if this model change will require updates to the current training.
5. CPC will consider organizing a risk assessment to evaluate a pallet jack with and without a hand brake.
6. CUPW to recommend a location to do the risk assessment to evaluate a pallet jack with and without a hand brake.

5. Safety Training

Guest: Sylvie Charbonneau and Marie-Claude Pagé

Overview:

This is a standing item providing both parties an opportunity to discuss Appendix DD and other safety training activities.

Discussion:

The committee discussed the training update for Appendix DD provided by L&D for 2019 YTD. CUPW raised that there were employees working in retail which had the module 5 but they have not had the module 1 and module 2 training. CPC expressed concerns that with the current format of setting up the Appendix DD training sessions it will be very difficult to complete all the necessary training for new hire employees and the back log of outstanding Appendix DD training. The

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Committee agreed that the content for this training should be updated and that the Committee will discuss the current practice of delivering this training. The Committee agreed to create a subcommittee to look at updating Appendix DD materials and training process.

CPC would like to validate the list of current Appendix DD facilitators. The list was sent to CUPW last week. CUPW is in the process of validating the information with their regions for feedback. CUPW to send it over when it is updated.

The Committee discussed the employee evaluation from the TTT LJHSC that took place in May 2019. CPC gave completed surveys to CUPW. CUPW asked if the surveys were voluntary. CPC indicated it was a voluntary survey. CUPW may revise the content survey and give recommendations back to CPC. The Committee discussed the benefits that they observed when there was an H&S Specialist in the room to assist in the presentation of the material.

CUPW indicated that they received a request from Prairie for a TTT session for Appendix DD Training session in July. CPC national was not aware of this request. CPC agrees that CUPW/CPC need to be aligned on when these courses will be established. The key will be to organize a TTT session for Appendix DD training.

Recommendation / Action Item:

1. CPC to provide a list of the number of outstanding trainings for the LJHSC Self-Study category.
2. CPC will put a list together to identify the outstanding Appendix DD training sessions for the CUPW represented employees hired after 2004.
3. CPC to review the concern raised by CUPW regarding the time to do prep for the LJHSC TTT session.

6. Snow and Ice Clearing

Guests: Carlos Simoes

Overview:

This is a standing item providing both parties an opportunity to discuss snow and ice clearing, both at CPC facilities (managed by Real Estate) and at street furniture (managed by Addressing and Delivery).

Discussion:

Facilities: (Carlos Simoes)

This topic was not discussed at this meeting

Street Furniture: (Terry Kelly)

CPC provided a report outlining the results of snow clearance for 2018/19. The report was not discussed at this meeting.

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7. Communications

Guest: Aurelie Walsh

Overview:

The Communications department is working on new safety communications.

Discussion:

CPC discussed updates on the Dog Bite Campaign.

CPC discussed the “leave behind piece”, it is a card that employees can stick at the property where there was a delivery problem with a dog. Communications inquired if there are other options to use a “leave behind sticky message”. The Committee discussed where could employees stick the message. There were three ideas put forward: put it under the wiper of a vehicle in the driveway, on a close by light post, or put it in the customer’s CMB compartment. The Committee felt that a talk track on how to use it and where to put it would be necessary when the concept launched. CUPW indicated that the instructions were critical so that they don’t stick it where it may cause damage to customer property. All “leave behind sticky message” should ensure that it is parcel friendly that is usually the reason why an employee will go to the door. CUPW wants to ensure that Supervisors will continue to follow up with customers on unsafe conditions. The new “leave behind sticky message” on its own is not enough proper follow up needs to be done to resolve safety complaints with customers.

Communications confirmed that the safety videos where employees were telling their safety stories have to be halted for now. CUPW states, despite this being a local initiative local safety videos can become national, as the material is easily shared from region to region. CUPW will find out the location where the local video was created.

Recommendations / Action Items:

1. The Committee will continue to discuss videos where employees want to share their safety stories.

8. ESDC Assignments

Guest: Pascale DeRycke

Overview:

This is a standing item providing both parties an opportunity to discuss Employment and Social Development Canada (ESDC) assignments.

Discussion:

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ESDC has decided to make Canada Post a priority for 2019. CPC has given itself an objective to reduce the number of items per AVC from 6.8 in 2018. To date, CPC is averaging about 5.6 infractions per AVC. CPC has worked with all NJHSCs to implement a new Workplace Inspection Checklist to help with compliance of the laws and regulations. CPC stated that ESDC is not just focusing on urban areas but are visiting rural sites as well. CPC to add the items to the action plan to demonstrate how preventive actions are going in place. The committee would prefer to see month vs month on the report which would provide a clearer understanding, rather than current month vs year to date.

The Committee inquired if there were facilities that have been visited more than once, and still had infractions. CUPW inquired if there are any activities being taken to monitor well-functioning committees. The committee suggested creating a template for consistency in responding to ESDC.

CUPW raised concern that there is a great variation in AVC responses to ESDC. Some responses are sent with just photos or with very little explanation. CUPW is proposing to standardize how to respond to ESDC in order to better track closure of item(s).

CUPW stated that some of the JLL tickets stay open for too long. CUPW recommended that the timing be looked at. CPC stated that different items will be addressed under different time lines as part of the contract with JLL. This is also something that the LJHSC should be monitoring as part of their meetings / follow-ups.

Recommendation / Action Item:

1. CPC to consider developing a template to be used by facilities when responding to AVCs.

Agenda Items

9. Workplace Violence Policy (2017-05-30)

Overview:

As per the Canada Occupational Health and Safety Regulations (COHSR), the Workplace Violence Prevention and Protection policy must be reviewed every three years. The current version of the Workplace Violence Prevention and Protection Policy was implemented on October 25, 2013 and is overdue for revision.

Discussion:

CPC proposed to get back together to discuss the changes to the policy. CPC would like to continue the discussions regarding investigators. CPC stated that there will be options for internal and external investigators. CPC is developing eligibility requirements to go out for bid.

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Recommendations/Action Items:

1. CPC to set up a subcommittee meeting to discuss the changes of the legislation and impacts on the revised version of the Policy.

10. Safety Rules and Life Safety Compliance Monitoring (06-05-19)

Guest: Marie-Claude Pagé and Kim Gould

Overview:

CPC is working on a project to re-launch the Safety Rules. CPC is also developing a program to monitor compliance to the Life Safety element outlined by Make it Safe Make it Home Program. These components include: Driver Safety, Conveyor Safety, MMHE Safety, Dock Safety and Maintenance Safety.

Discussion:

CPC indicated that there is a discussion in progress on how the safety rules will be enforced. CUPW indicated that safety rules should not be applied in a general manner. This type of application causes conflicts with employees as it is difficult to justify prohibiting wearing jewelry in a non-mechanized work area. CUPW indicated that there must be a local process to determine the area of application of these rules. CUPW also indicated that there needs to be a program to address accommodation issues related to religious beliefs and medical reasons. In 2017, during a visit to Vancouver by members of the National Joint Health and Safety Committee, the issue of safety compliance was raised for the Pacific facility (PPC). In response, the committee proposed a risk assessment approach to the application of rules in the various work centres. The risk assessment shall be conducted jointly by the LJHSC and the Health and Safety team. CPC is now reviewing the safety rules and their application. They will consult with the union the proposed application for plants before relaunching the roll out.

CPC presented a plan to start Life Safety Compliance monitoring. The objective of the Compliance Monitoring program is to ensure that CPC is adhering to the requirements of the pertinent legislation, regulations, policies and procedures in the areas of Life Safety. CPC has prepared and shared five checklists that will be used to assess compliance. CUPW to provide feedback on the checklists. There are no new requirements as part of this assessment program, it is based on current documentation. Copies of the compliance assessments will be given locally to management and the LJHSC to correct any deficiencies.

Recommendations / Action Items:

1. CPC to send over new posters of the rules.
2. CUPW to provide feedback on the assessment checklists.

11. Changes on the Delivery Notice Card (DNC) (06-05-2019)

Guest: Tim McGurrin

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Overview:

As part of the strategy to reduce Third Party Workplace incidents CPC is improving the layout of the DNC card.

Discussion:

CPC proposed a simplified version of the card by removing a number of boxes that they employees were required to fill out. This new design will require less information to be completed by the delivery agent. It also clarifies messaging for customers regarding identification requirements and pick up times. CPC is targeting to print these new DNCs by July 2019.

The Committee inquired how many parcels are being carded as compared to five years ago. CPC indicated the number of carded retail items are growing year over year by 20%.

Recommendations / Action Items:

1. CUPW to provide feedback on proposed changes.

12. High Level Cleaning (06-05-2019)

Overview:

In some places when High Level Cleaning is requested outcomes seem to be different across the county.

Discussion:

CUPW inquired about to process for High Level Cleaning. CPC explained the current High Level Cleaning contract that it has with JLL. CPC will email an overview of this information to CUPW. Basically there are three levels of cleaning. Low level cleaning (0 to 3.5 meters) which is done on a regular basis by contract. Industry standard indicates that Medium level cleaning (3.5 to 6 meters) is usually done at least every 5 years. CPC does medium every two years. CPC does recognize that mail processing does produce more dust and that is the reason for the increased frequency.

High level cleaning (greater than 6 meters) is usually done when the Medium level cleaning is completed. High level cleaning can be difficult to schedule due to the plant running often on all three shifts. CPC recommended scheduling concerns are addressed at the local level through LJHSC.

13. Summary Job Hazard Analysis (JHA) (06-05-2019)

Overview:

There is a requirement to share JHAs with all employees.

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Discussion:

CPC proposed a Summary Job Hazard Analysis (JHA) document so employees can review the hazards/risks and mitigation strategies for their position. CPC has sent CUPW a sample of three variations of a proposed Summary JHA based on the existing detailed JHA for the respective job position. CPC to re-send the documents to CUPW. CUPW to review the summaries and make a recommendation. CUPW asked that these JHAs are done in collaboration with the CUPW members LJHSC. CUPW reminded CPC of the delay of the Appendix DD training and it will be difficult for an employee to participate in the process if they have not had the Appendix DD training.

CPC has also sent a tentative schedule for review of JHA. CUPW will propose locations and participants for the review of JHAs coming due in the three year cycle.

Recommendations / Action Items:

1. CUPW will review the sample summary JHA and provide a recommendation on which the preferred version.
2. CUPW to provide a recommendations on the JHA schedule for work locations and participants.

14. C45a CMB Delivery Cart (2015-09-17)

Overview:

At the September 17, 2015 meeting CPC presented a proposal for a new cart to help assist the delivery agents with movement of mail from the vehicle to CMBs. Several prototype carts were fabricated and tested by employees during the 2015-2016 and 2016-2017 winter season.

Discussion:

CPC asked CUPW if they were satisfied with the proposed updated questionnaire for the new Pilot of 100 carts. CPC also asked if CUPW had selected the 100 routes. CUPW reminded CPC that this cart was developed and presented for delivery to CMB. The union is concerned that the trolley is available to businesses and apartment buildings for the testing and evaluation of the survey. CUPW proposed a joint communication on what carts are available to employees their uses.

CUPW proposed an alternative to question 11 on the questionnaire and requested that a preamble outlining the reason for testing the cart be added to the top.

Recommendations / Action Items:

1. CPC to reword question 11 and add a forward to the survey to outline the use of the cart.
2. CPC to forward the proposed list of routes and include the % of CMB coverage on the routes as well as the number of CMBs on the route.
3. CUPW to provide a list of 100 routes to deploy the C45a carts for the pilot.

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4. CUPW to provide feedback on the questionnaire modifications.

15. C52 Depot Cart (06-05-2019)

Guest: JP Lefebvre, Evelyn Ricard, Hannah Keating

Overview

As the number of parcels increase it creates health and safety risks in the depots, employees are looking for ways to handle the extra parcel volumes.

Discussion

Employees are finding insufficient space for their parcels on the cart. To self-accommodate this issue they are tying up the shelf. CPC is concerned that there is a safety risk. CPC presented safer options to the committee. CPC proposed a pilot in 9 sites to test the safer options.

CUPW commented that this should fall under Appendix AA. CPC reminded CUPW that this is being done already and it is an optional activity.

CPC observed in depots that parcels are accumulated on the floor in the horseshoe area. CPC proposed a pilot to help increase parcel in the horseshoe area of the depot. CPC proposed a method to safely secure the moving shelf in the upright position, with a quick link metal latching device and the use of the packet tub in the lower portion of the C52 cart. CPC looked at a small sample of depots and observed some safety concerns with the way shelves were held up with cable ties. Employees were also physically stepping into the cart to get small parcels that were put at the bottom back of the cart. Therefore, CPC built on an idea already established from local CUPW employees so that parcels could be stored in the cart safely. CPC shared some ergonomic analysis comparing the current process and the proposed process using the ergonomic lifting index. CPC indicated that this would be an optional process and not mandatory. Employee may want to use this process during high parcel volume periods. CPC has demonstrated to do this method is a safety way with the tub.

CPC prosed a pilot of nine sites to get a better idea of the process and how it works for employees. In Appendix AA of the collective agreement, CUPW stated that changes to the work method should be studied before a work pilot is conducted.

Action Items:

1. CPC will resend the questionnaires to CUPW for comments.

16. Rural Reaching Device (RRD) Holder Modifications (06-05-2019)

Guest: Tim Policarpio, Teb Tebeje

Overview:

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CPC is prototyping a version 4 of the Reach Device Holder. The prototype should be available for CUPW member review August.

Discussion:

CPC proposed improvements for V4, based on received feedback from RSMCs, there are three improvements being proposed to the RRD holder which include functionality: elimination of the necessary tools used to adjust the ergonomics of the support, provide increased storage space for product and add a PDT holder. The new version will keep the design compact and minimize the overall weight. CUPW raised concerns with the some of the proposed changes. CPC acknowledged the concerns raised and recommended that these items are discussed further at the initial prototype review.

CUPW observed that these change may affect the ergonomic use of the device and proposed an ergonomic study be done by a third party, relevant to the completed previous ergonomic study in July 2013 and December 2015. CUPW would like to ensure that these changes are summarized and prepared in a document. CPC recommended the group work with the internal Ergonomist to assess and document the ergonomic impacts.

Action Items:

1. CPC to advise CUPW of the date to review the prototype.
2. The project group will consider including the internal Ergonomist in the project.

17. Money Machines -Glory - FX Machine (06-05-2019)

Guest: Andrew Neville, Sandra Austin

Overview:

CPC is considering developing a pilot for a money exchange program jointly with CIBC.

Discussion:

This is a pilot for a Foreign Currency Service using a debit card. The money machines provided by CIBC will be piloted in the 3 new concept retail stores: Vancouver Main, Richmond Hill, and Edmonton and at head office. The pilot launch is tentatively end of July 2019. The pilot will run for 12 to 18 months.

The money exchange process is a clerk driven automated teller machine (ATM) made available to employees to perform the various operations. If the pilot is an attractive financial service to our retail customers the permanent solution would be part of CPC point of sale.

A Security Risk Assessment is planned at Richmond Hill on June 18, 2019. CUPW would like to

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attend the risk assessment. CPC indicated that any action items arising from the Risk Assessment will be completed before launch. If those pilots go well CPC would consider putting in more locations. The Committee agreed that there would need to be training and job aids developed for the pilot.

Action Items:

1. CPC to conduct the Risk assessment with CUPW.
2. Updates on the pilot will be provided at the Sept 5, 2019 meeting.

18. Mental Health Program Development (06-05-2019)

Guest: Leah Lewis

CPC proposed that the development of the Mental Health Program would be designed through collaboration with all the all the National Health and Safety Committees including CUPW. CPC plans to use the existing national Psychological Health and Safety Standard.

CPC plans on launching a Communications Program on Mental Health later this year, perhaps a September 2019. CPC has started to prepare materials to share with the Committee at the end of June 2019 with a review date by August 2019. CPC is targeting final versions mid to late August 2019.

Action Items:

1. CPC to set up a subcommittee meeting to discuss the development of the Mental Health Program.
2. CPC to set up meeting to discuss drafts for the new site by early July.

Miscellaneous Items

19. Enhancement to Employee Assistance Program (EAP) (06-05-2019)

Guest: Leah Lewis

CPC is enhancing the existing Employee Assistance Program (EAP). The program will now be offered to temporary and casual employees. Currently, these employees don't have full access to the program. This change includes access to the EAP prevention services as well.

20. RSMC Beacon used in Ontario vs. Quebec (06-05-2019)

Guest: Marc Roussel

CUPW informed CPC that a registered Ontario registered mail carrier (Hawkesbury) in Quebec (Grenville) could not drive with a yellow beacon on the roof of its vehicle. In response, CUPW recommends that a corporate vehicle be assigned to him. CPC will instead look for an exemption from the regulations. CUPW asked who will be responsible for the ticket if it occurs. CPC responded that this case would be evaluated in a timely manner.

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Differed Items

- AED Program**
- Automated Guided Vehicles (AGVs)**
- CMB E200 – Lanyards**
- Fire Extinguishers**
- Montreal Packet Sorter**
- MSI Review Calgary**
- PDT Pilot**
- Provisions under the Collective Agreement (CA) of Tech Change**
- Radon Testing**
- Ring Scanner**
- Stop Light Program**

Closed Items

- VES Monitor Arm**
- Electrical By-Pass Halifax**

Meetings Held in 2019:

March 16 & 22 (X)	April 17 (X)	June 5 (X)	September 4 ()	November 20 ()
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